



21

United States
Department of
Agriculture

FEB - 1 1999

Food and
Consumer
Service

Mountain Plains
Region

Reply to
Attn. of: SP 99-11

1244 Speer Blvd.
Denver, CO
80204-3581

Subject: Electronic Coordinated Review Effort (e-CRE) Printing
Procedures

To: STATE AGENCY DIRECTORS - Colorado ED, Colorado DPHE,
(Child Nutrition Programs) Colorado HS, Iowa, Kansas,
Missouri ED, Missouri DH,
Montana OPI, Montana DPHSS,
Nebraska ED, Nebraska SS,
North Dakota, South Dakota,
Utah, Wyoming ED and
Wyoming DHSS

We have been asked if it is necessary to print the e-CRE forms currently being utilized this School Year or whether keeping the forms on disk is sufficient. E-CRE forms may be kept on disk provided there is ready access at the State Agency (SA) for monitoring purposes on a Management Evaluation (ME).

We envision that in a SA where CRE files are on disk, we would proceed as follows. In our initial contact to set up the date for the ME, we would request that certain files be printed and ready for on-site inspection. The SA would review its tracking log and select files using the following criteria:

- 1) Files where the overclaim was collected. From this batch of files, we would review only one file for each reviewer on staff.
- 2) Files where there was a follow-up review. From this batch of files, we would review only one file for each reviewer not included in item number 1.
- 3) Files where the overclaim was disregarded. From this batch of files, we would review only one file for each reviewer not included in items number 1 and 2.

A copy of the e-CRE disk for the printed review should also be available for inspection should we have questions about how a number was calculated.

The above process will reduce the number of files printed. SAs are reminded that the disks must be kept on file for the normal record retention period. If you have questions, call Marj DeBoer at (303) 844-0355.

A handwritten signature in cursive script, reading "Ann C. Degroat".

ANN C. DEGROAT
Regional Director
Child Nutrition Programs